# Section 8
## Local Coordinating Councils

## Mission

The Local Coordinating Council (LCC) is an integral part of every ADAM site.  The mission of the LCC is to maximize the utility of ADAM data in each community.  The LCC should assist site management in identifying the local community interests and in disseminating information to interested organizations in each area.

The responsibilities of the LCC are two-fold.  First, they should assist site management in planning the site's future priorities.  The LCC should help identify the data and research needs of the community, recommend addenda and outreach projects, and guide additional research and data analysis efforts.  Once an LCC is established, all addenda and outreach projects and analysis using NIJ funds, must be approved by the LCC.

Second, the LCC should lead the site's efforts to get information out to local consumers.  Local Coordinating Council's are charged with developing and carrying out a dissemination plan appropriate to each unique community.  The LCC members can identify interested policy makers, agencies, practitioners, nonprofit organizations, and businesses in their communities and help increase ADAM's distribution and briefing efforts.

## Members

Ideally, the LCC should include representatives of any interested party in the community.  Each LCC should have a representative from local and state law enforcement, the courts, corrections, public health, human services, the local research community. The local law enforcement representation should include, if possible, someone involved with research or program evaluation (crime analysis, tactical analysis, planning and evaluation, or research department or unit).  In most sites there are federal and state level organizations that might also be invited to participate including: representatives from the Community Epidemiology Working Group (CEWG), a High Intensity Trafficking Area designee, local contacts associated with the DoJ (FBI, DEA, the U.S. Attorneys' Office other field offices) a representative from the single state agency, a representative from the governor and/or mayor's office, and so on.  Directors should take care to include representatives from various jurisdictions, someone to represent the interests of females and juveniles, and a representative of regional, rural, or Native American stakeholders.  Other community leaders such as educators, private treatment service providers, community coalitions, housing authorities, chamber of commerce, and rotary members should be encouraged to participate as well. A more complete list of possible members is included in Appendix B at the end of this chapter.  All members of the site staff should be invited to participate in LCC meetings.  The site director is initially designated the chair of the committee; however, the committee can choose another member to be chair or elect a co-chair.

## Integration with Existing Local Councils, Committees, or Coalitions

In many areas there is an existing coordinating group or advisory council that deals with drug abuse prevention, crime prevention, or related issues.  In some cases it  would be advantageous to build on the existing effort rather than initiate a new effort.  ADAM sites have accessed existing groups in a number of ways; for instance, sites have developed ADAM subcommittees or working groups within a large group, some sites have scheduled one meeting per quarter, or bi-annually, where ADAM is the agenda, and some sites have added a member or two to a smaller council.  Sites are encouraged to think creatively about how to use existing groups of professionals that meet around substance abuse, criminal justice, or community issues.

The ADAM program wants to encourage and support meaningful input from local communities. To this end, the program will be flexible in working with existing local bodies or assisting in setting up appropriate LCCs where an appropriate group or coalition does not already exist.

## Operational Guidelines for the LCC

✓       All sites that joined the Program before October 1, 2000 should hold their first LCC meeting by April of 2001.  All new sites must hold their first LCC meeting within one year of the first day of data collection.

✓       The site director is responsible for establishing the LCC.   The director can bring together a group of his/her own choosing or can work with an existing committee or coalition willing to serve as an ADAM LCC.  Abt and NIJ staff are available for consultation and will help facilitate the LCC efforts when requested.  There are also a number of resources at the end of this section to assist the development of an effective LCC (see appendices A-C)

✓       Each LCC will have representatives from law enforcement, criminal justice, drug abuse treatment, public health, education, criminal justice or substance abuse research, and any other organization or agency appropriate for the specific community.

✓       Each LCC will meet at least twice per calendar year, with an agenda distributed before the meeting and minutes distributed after the meeting. The agenda, minutes, and attendance list must be forwarded to the ADAM Data Center within 30 days of each meeting.

✓       A sum of $3,500 is made available to each site annually for use in operating an LCC.  In order to obtain this funding for the start up year, sites must submit a working plan and budget to the ADAM Data Center for approval.  In subsequent years, LCC funding will be included in the sites subcontract automatically.  However, meeting minutes should reflect any significant changes in the structure or operation of the LCC.  Complete instructions can be found at the end of this chapter.

✓        LCC funds may be used in several categories including biannual meeting expenses, data analysis, special studies (as requested or approved by the LCC) and information dissemination.  However, a maximum of 50 percent of the LCC funds may be used for labor costs of the site director, site coordinator, and site staff for the work of the LCC.  In addition, while special projects or analyses of data are valid uses of funds, these projects or data analyses must have prior approval of the LCC, as reflected in meeting minutes.

Appendix A, at the end of this Chapter, provides step by step guidelines for establishing your LCC.

# Appendix A:   Steps to Setting Up and Running a Local

# Coordinating Council

1. Choose prospective members and elicit their commitment to participate in the LCC. There is a template letter inviting members to participate in the ADAM Media Guide.

2. Outline proposed activities. Include reference to proposed data analysis and/or dissemination activities.

3. Develop budget including meeting costs, travel costs, and activity costs.

4. Write brief LCC proposal (2-4 pages) including member names and affiliations, preliminary proposed activities, and budget.

5. Send LCC proposal to ADAM Data Center for review.

6. Proposals will be approved if they show adequate community representation, contain a reasonable budget, outline prospective LCC activities, and conform to other standards described in this manual.

7. NIJ and Abt will approve proposal and $3,500 will be set aside for individual site LCC activities. Following approval, Abt will modify your sub-contract to include the $3,500 for LCC costs.

8. Hold first LCC meeting. You must have approval from the Data Center before you hold your first meeting.

9. Send meeting minutes plus an invoice no more than 30 days prior to the meeting to ADAM Data Center for reimbursement.

10. Submit meeting minutes and invoices each time a meeting is held or activity takes place.

11. Be certain to include LCC funds in your annual budget each following year.

12. Keep ADAM Data Center apprized of changes in membership and new activities through meeting minutes and other communications.

# Appendix B:   LCC Membership Resources

The following is a listing of possible members for Local Coordinating Councils.  Not all suggestions will be appropriate for all sites and most sites will include members not listed here.
Both NIJ and Abt Associates are happy to provide assistance in identifying appropriate members.
Please contact your liaison at the ADAM Data Center or Charlene Arietti at NIJ for assistance.

1.      A detailed  listing of State Drug resources, contact names, addresses and phone numbers, can be found on the Office of National Drug Control Policy's web site at:   www.whitehousedrugpolicy.gov.

2.      Statistical Analysis Centers (SAC) listed at:   www.jrsainfo.org/sac/index.html

3.      US Attorney's Office at:  www.usdoj.gov/usao/eousa/contact/usalist.html

4.      Treatment Alternatives for Safe Communities (TASC) Programs at :
        www.nationaltasc.org/progmbrs.htm

5.      High Intensity Drug Trafficking Area (HIDTA) Sites at:
        www.whitehousedrugpolicy.gov/enforce/hidta.html

6.      Drug Enforcement Administration (DEA)at :  www.usdoj.gov/dea/agency/domestic.htm

7.      National Crime Partnership Council local members at:  www.ncpc.org

8.      National Criminal Justice Association Representative Agencies at:  www.sso.org/ncja

9.      National Association of State Alcohol and Drug Abuse Directors (links to State Divisions of Alcohol and Substance Abuse) at:  www.nasadad.org/visit1.htm

10.

11.     Community Epidemeology Working Group at:   www.nida.nih.gov/CEWG/CEWGHome.html

12.     State Attorney General's Office at:   www.naag.org/about/ag.html

13.     State Grant Administering Agency at:  www.ojp.usdoj.gov/state.htm

14.     State Government Home Pages at:   http://janus.state.me.us/states.htm

15.     State Alcohol and Substance Abuse Agency Directory at:  www.treatment.org/States/

16.     Mayor's Office contact information at the US Conference of Mayors at :
        www.usmayors.org/uscm/meet_mayors/

17.     International City/County Management Association at:  www.icma.org

18.     National Governor's Association at:  www.nga.org/Governor/GovMasterList.htm

19.     Local Colleges and Universities at:
        http://dir.yahoo.com/Education/Higher_Education/ Colleges_and_Universities/By_Region/U_S__Stat
        es/

These resources should also be able to direct you to criminal justice and substance abuse related agencies at the various levels of government.